




Managing Files and Folders

Objectives

- ▶ Understand file management
- ▶ Open and view My Computer
- ▶ View files and folders
- ▶ View the Folders list
- ▶ Create and rename files and folders
- ▶ Search for files and folders
- ▶ Copy and move files and folders
- ▶ Delete and restore files and folders
- ▶ Create a shortcut to a file or folder


File management is organizing and keeping track of files and folders. A **folder** is a container for storing programs and files, similar to a folder in a file cabinet. Windows XP provides you with two file management programs: **My Computer** and **Windows Explorer**. My Computer and Windows Explorer allow you to work with more than one computer, folder, or file at once by using a split window with two **panes**, or frames, to accommodate comparison of information from two different locations. Windows Explorer displays the split window by default, while in My Computer, you need to click a button to display the split window.

 In this unit, John Casey, the owner of Wired Coffee Company, reviews the files on his computer and learns about how to keep them organized and also to prepare for the upcoming Wired Coffee Spring Catalog. John keeps the Project Files for this unit on a floppy disk, but yours might be in a different location; if you are not sure how to locate your Project Files, contact your instructor or technical support person.





Understanding File Management

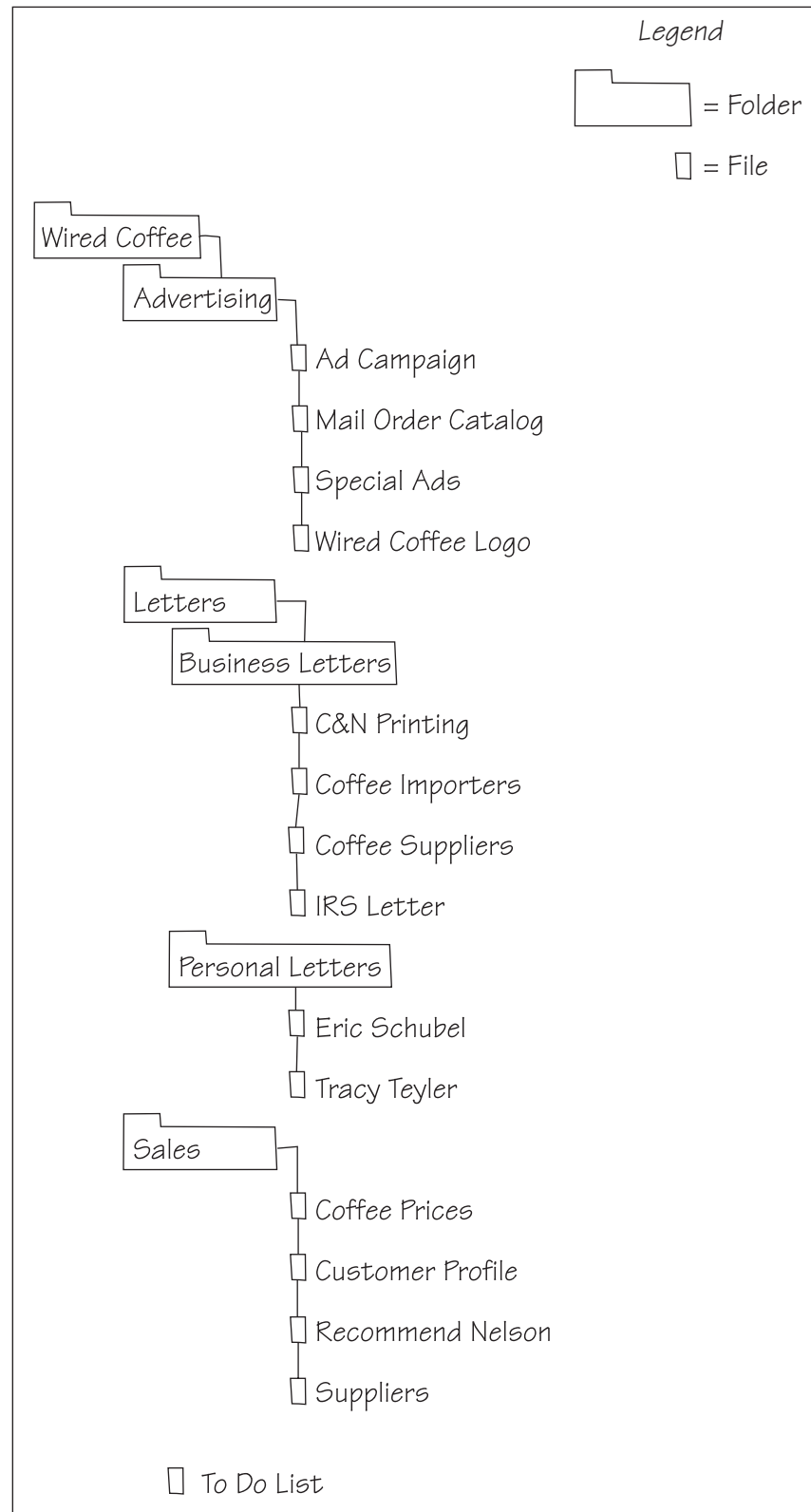
Managing files and folders enables you to quickly locate any file that you created and need to use again. Working with poorly managed files is like looking for a needle in a haystack—it is frustrating and time-consuming to search through several irrelevant, misnamed, and out-of-date files to find the one you want. Windows allows you to organize folders and files in a file hierarchy, imitating the way you store paper documents in real folders. Just as a filing cabinet contains several folders, each containing a set of related documents and several dividers grouping related folders together, a **file hierarchy** allows you to place files in folders, then place folders in other folders, so that your files are neat and organized.  Figure C-1 shows the Wired Coffee folder hierarchy, with the files and folders that John uses in his business. At the top of the hierarchy is the name of the folder, Wired Coffee. This folder contains several files and folders, and each folder contains related files and folders.

Details


As you examine the figure, note that file management can help you to do the following:

- ▶ **Organize files and folders in a file hierarchy so that information is easy to locate and use**
John stores all of his correspondence files in a folder called Letters. Within that folder are two more folders. One named Business Letters holds all business correspondence. The other, Personal Letters, holds all of John's personal correspondence.
- ▶ **Save files in a folder with an appropriate name for easy identification**
John has a folder named Sales in which he stores all information about sales for the current year. He also places files related to accounting information in this folder.
- ▶ **Create a new folder so you can reorganize information**
Now that John does more advertising for Wired Coffee Company, he wants to create a new folder to store files related to these marketing efforts.
- ▶ **Delete files and folders that you no longer need**
John deletes files when he's sure he will not use them again, to free disk space and keep his disk organized and uncluttered.
- ▶ **Find a file when you cannot remember where you stored it**
John knows he created a letter to a supplier earlier this week, but now that he is ready to revise the letter, he cannot find it. Using the Search command, he can find that letter quickly and revise it in no time.
- ▶ **Create shortcuts to files and folders**
John created a file within a folder, within another folder to keep it organized with other related files. When he wants to access the file, he has to open several folders, which can take several steps. To save him time in accessing the files, folders, and programs he uses most frequently, John can create shortcuts, or links, in any location, such as the desktop or Start menu, to gain instant access to them. All John needs to do is double-click the shortcut icon to open the file or a program, or view the contents of a folder.

FIGURE C-1: How John uses Windows to organize his files



Opening and Viewing My Computer

The keys to organizing files and folders effectively within a hierarchy are to store related items together and to name folders informatively. Proper hierarchy and relevant names allow you to get a good idea of what's on your system just by looking at the higher levels of your file hierarchy; you don't have to examine every individual file or memorize a coding system. Drives and folders are represented by icons. Table C-1 lists the typical drives on a computer and how you use them. Each drive is assigned a drive letter, denoted with parenthesis and a colon, such as Local Disk (C:), to help make it easier to identify. Typically, the floppy is drive A, the hard (also known as local) disk is drive C, and the CD is drive D. If your computer includes additional drives, they are assigned letters by your computer in alphabetical order. Like most other windows, the My Computer window contains a toolbar, a status bar (which might not be activated) providing information about the contents of the window, a menu bar, and a list of contents.  The file hierarchy on John's disk contains several folders and files organized by topic. He will use My Computer to review this organization and see if it needs changes.

Steps 1 2 3 4

Trouble?

If your Project Files are located on a floppy disk, make a copy of the disk before you use it. See your instructor or technical support person for assistance.

1. Click the **Start button** on the taskbar, then click **My Computer**

The My Computer window opens, displaying the contents of your computer, including all disk drives and common folders, as shown in Figure C-2. Since computers differ, your My Computer window probably looks different.

2. Click the **Maximize button** in the My Computer window, if necessary

Now you can see the entire toolbar and the contents of the window as you work.

3. Click the drive where your Project Files are located

The left pane in the Details section displays details about the selected drive and other related management tasks. In this example, details about the 3½ Floppy (A:) disk drive appear. If you select a hard disk drive, the left pane in the Details section displays additional information, including free space and total disk size.

4. Double-click the drive and folder where your Project Files are located

You can see the folders contained on the disk drive. When you open a disk drive or folder, the Address bar changes to indicate the new location. In this example, the Address bar changed from My Computer to disk drive A (A:\), and the title bar for the My Computer window changed to 3½ Floppy (A:). To see what the folders stored on the disk drive contain, you need to open them.

5. Double-click the **Wired Coffee folder**

You can see the files and folders that the Wired Coffee folder contains. Different types of icons represent files created using different applications. You want to see what files the Sales folder contains.

6. Double-click the **Sales folder**

You can now see the files that the Sales folder contains. You created these files using WordPad and saved them in the Sales folder.



Opening a document with a different program

Most documents on your desktop are associated with a specific program. For example, if you double-click a document whose filename ends with the three-letter extension ".txt," Windows XP automatically opens the document with Notepad, a text only editor. There are situations, though, when you need to open a document with a program other than the one Windows chooses, or when you want to choose a different default program.

For example, you might want to open a text document in WordPad rather than Notepad so that you can add formatting and graphics. To do this, right-click the document icon you want to open, point to Open With, then click the application you want to use to open the document, or click Choose Program to access more program options. Once you open a text file using WordPad, this option is automatically added to the Open With menu.

FIGURE C-2: My Computer window

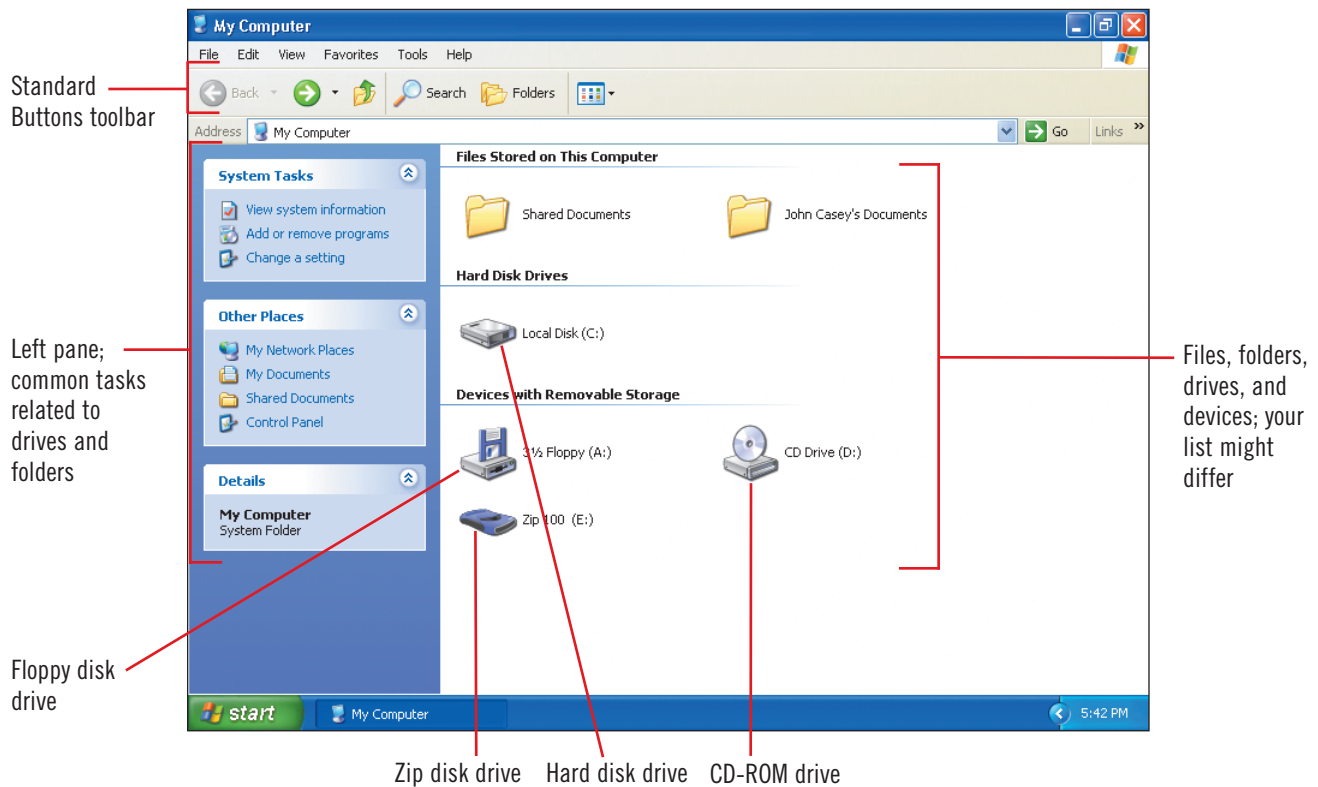










TABLE C-1: Typical disk drives on a computer

icon	type	description
	Local	A hard magnetic disk on which you can store large amounts of data. The disk is faster to access than a floppy disk and typically not removable from the computer
	Floppy	A soft magnetic removable disk that comes in two sizes: 5 1/4-inch (the common size for computers through the early 1990s), which stores up to 1.2 MB (megabytes) of data, and 3 1/2-inch, which stores up to 1.44 MB of data. Floppy disks are slower to access than a hard disk, but are portable and much less expensive
	Zip	A soft magnetic removable disk on which you can store 100 MB to 500 MB of computer data. Zip drives are not standard on all computers
	Compact Disc-Read-Only Memory (CD-ROM)	An optical disk on which you can stamp, or burn, up to 1 GB (typical size is 650 MB) of data in only one session. The disc cannot be erased or burned again with additional new data
	Compact Disc-Recordable (CD-R)	A type of CD-ROM on which you can burn up to 1 GB of data in multiple sessions. The disc can be burned again with additional new data, but cannot be erased
	Compact Disc-Rewritable (CD-RW)	A type of CD-ROM on which you can read, write, and erase data, just like a floppy or hard disk
	Digital Video Disc (DVD)	A type of CD-ROM that holds a minimum of 4.7 GB, enough for a full-length movie



Viewing Files and Folders

Once you have opened more than one folder, buttons on the Standard Buttons toolbar help you move quickly between folders in My Computer. When you open a folder, Windows XP keeps track of where you have been. To go back or forward to a folder you already visited, click the Back or Forward button. To go to a folder you visited two or more locations ago, click the Back or Forward list arrow to display a menu of places you visited. To move up one step in the hierarchy, you can click the Up button. When you view a folder in the My Computer window, you can use the Views button on the Standard Buttons toolbar to change the way you view file and folder icons. Table C-2 lists the Standard Buttons toolbar buttons.  John moves between folders and changes the way he views folders and files, depending upon the information he needs.

Steps 1234

Trouble?

If Microsoft Word or another word processing program is installed on your computer, your document icons may be different.

QuickTip

You can also press [Backspace] to go back to a previous folder you visited.

1. Click the **Up button**  on the Standard Buttons toolbar

The Wired Coffee folder and its contents appear in the Wired Coffee window, as shown in Figure C-3. Each time you click the Up button, you move up one step in the folder hierarchy. In this example, the descending hierarchy is 3 ½ Floppy (A:) to Wired Coffee folder to Sales folder. You moved up one step from the Sales folder to the Wired Coffee folder.

2. Click  again

You should now see the Wired Coffee folder. Instead of double-clicking the Wired Coffee folder icon again to reopen the folder, you can click the Back button on the Standard Buttons toolbar to go back to the previous folder you visited, which, in this case, is Wired Coffee.

3. Click the **Back button**  on the Standard Buttons toolbar

The Wired Coffee folder and its contents appear in the My Computer window. You want to open other folders.

4. Double-click the **Advertising folder**

The Advertising window appears, displaying its contents. You want to go back to the Sales folder. You can click the Back list arrow to display a menu, then select the Sales folder.

5. Click the **Back list arrow**  on the toolbar

The Back list arrow, shown in Figure C-4, displays the folders you visited recently. You can click the Forward button on the Standard Buttons toolbar to return to the folder that you visited recently, in this case, the Wired Coffee folder.

6. Click **Sales**, then click the **Forward button**  on the Standard Buttons toolbar


The Wired Coffee window appears, displaying the contents of the folder. You want to switch the view to Details view.

QuickTip

To display additional file and folder information, click View on the menu bar, click Choose Details, select the items you want to add, then click OK in the Choose Details dialog box.

7. Click the **Views button**  on the Standard Buttons toolbar, then click **Details**

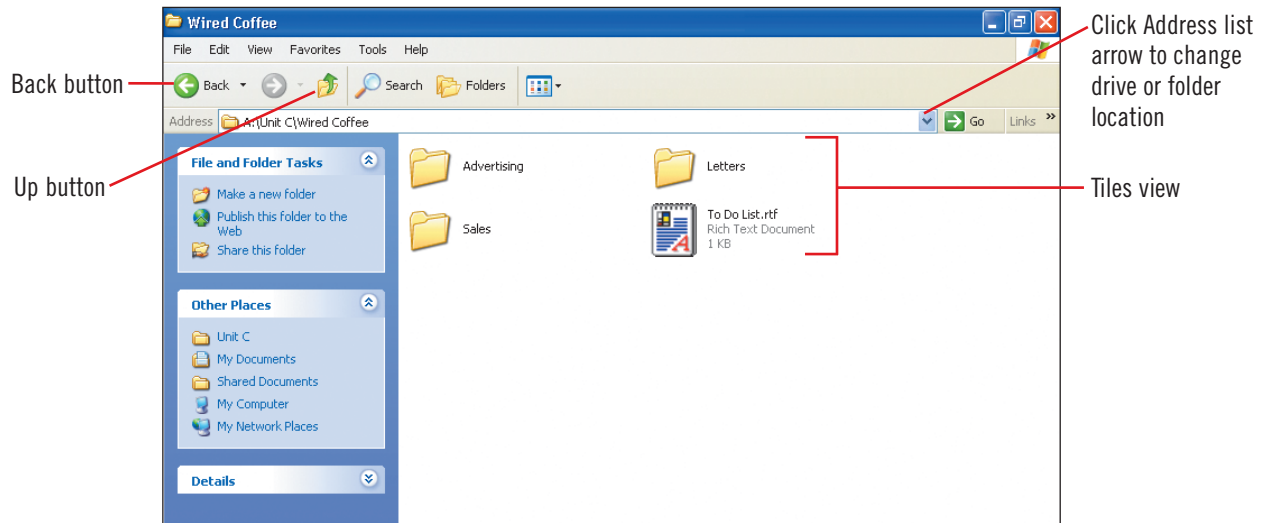
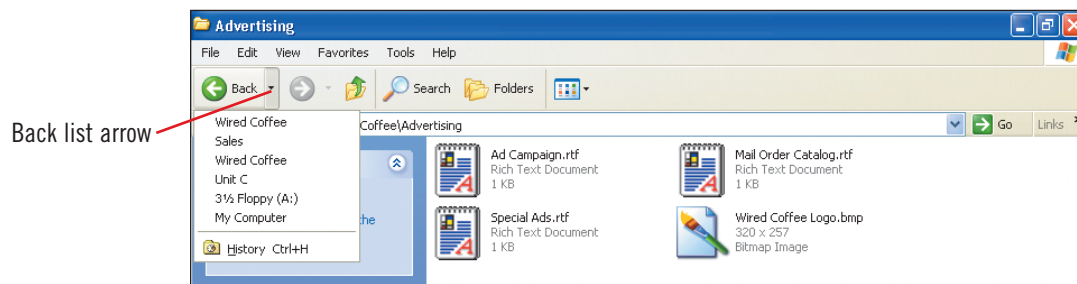
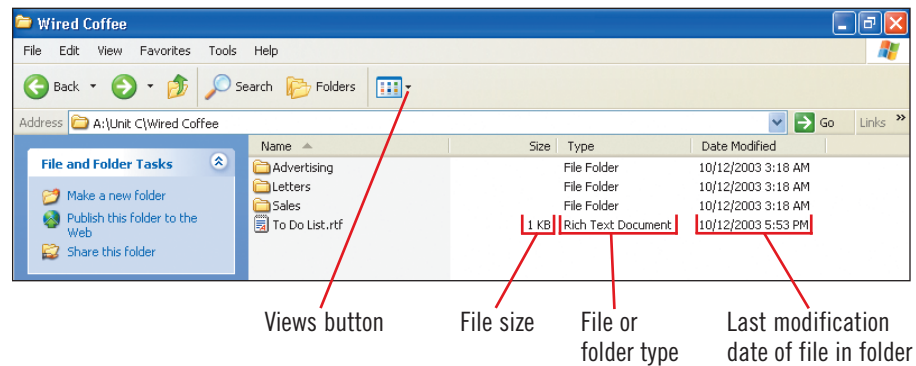
The display changes to Details view, which shows the name, size of the object, type of file, and date on which each folder or file was last modified, as shown in Figure C-5.

8. Click , then click **Tiles**

The display changes to Tiles view, which displays summary information (file name, file type, and size) next to each icon. Instead of using the toolbar for navigating between folders and drives, you can use the **Address bar**, which makes it easy to open items on the desktop and the drives and in the folders and system folders on your computer.

9. Click the **Address list arrow** on the Address bar, then click **My Computer**




The My Computer window appears, displaying drives and common folders.

FIGURE C-3: Viewing files and folders in Tiles view**FIGURE C-4: Moving between folders****FIGURE C-5: Viewing files and folders in Details view****TABLE C-2: My Computer toolbar buttons**

button	name	function
	Back	Moves to the previous location you visited
	Forward	Moves forward to the previous location you visited
	Up	Moves up one level in the file hierarchy
	Search	Lets you search for folders or files
	Folders	Displays a list of folders on your computer
	Views	Displays the contents of My Computer using different views



Viewing the Folders List

Windows XP offers another useful feature for managing files and folders, called the **Folders list** (also known as the **Folders Explorer bar**), which displays the file hierarchy of the drives and folders on your computer. At the top of the file hierarchy is the desktop, followed by My Documents, My Computer, My Network Places, then other drives and their folders. The Folders Explorer bar splits the window into two panes, or frames, as shown in Figure C-6, which allows you to view information from two different locations. The left pane of the Folders Explorer bar displays all drives and folders on the computer, and the right pane displays the contents of the selected drive or folder. This arrangement enables you to view the file hierarchy of your computer and the contents of a folder simultaneously. Using the Expand indicator  and Collapse indicator  to the left of an icon in the Folders Explorer bar allows you to display different levels of the drives and folders on your computer without opening and displaying the contents of each folder. With its split window, the Folders Explorer bar makes it easy to copy, move, delete, and rename files and folders. You can move back and forth to the last drive or folder you opened using the Back and Forward buttons on the Standard Buttons toolbar just as you did in the My Computer window. If you are working in My Computer, you can click the Folders button on the Standard Buttons toolbar to display the Folders Explorer bar. Windows Explorer displays the Folders Explorer bar in a split window by default.  John wants to open the Letters folder without opening and displaying the contents of each folder in the file hierarchy.


Steps 1234



QuickTip

To open Windows Explorer, click the Start button, point to All Programs, point to Accessories, then click Windows Explorer.



1. Click the **Folders button**  on the Standard Buttons toolbar

The Folders Explorer bar opens, displaying the contents of your computer's hard drive. Note that the contents of your Folders Explorer bar will vary, depending on the programs and files installed on your computer and on where Windows is installed on your hard disk or network.

2. Click the **Expand indicator**  next to the drive icon where your Project Files are located in the Folders Explorer bar

The drive where your Project Files are located expands the folder structure for the drive under the icon in the Folders Explorer bar, as shown in Figure C-6.  changes to the Collapse indicator , indicating all the folders on the drive or folder are displayed. Because you did not click the floppy drive icon, the right pane displays My Computer as it did before. You decide to display the folders on the floppy disk drive.

QuickTip


When neither  nor  appears next to an icon, the item has no folders in it. However, it might contain files, whose names you can display in the right pane by clicking the icon.

3. Click the drive icon where your Project Files are located in the Folders Explorer bar
- When you click a drive or folder in the Folders Explorer bar, the contents of that drive or folder appear in the right pane. In this case, the 3½ Floppy (A:) opens.

4. Click  next to the folder where your Project Files are located in the Folders Explorer bar, then click  next to the Wired Coffee folder in the Folders Explorer bar

The folders in the Wired Coffee folder expand and appear in the Folders Explorer bar. Because you did not click the Wired Coffee folder icon, the right pane still displays the contents of the 3½ Floppy (A:). You can open a folder or a document in the right pane of the window.

QuickTip

To change the size of the left and right panes, place the mouse pointer on the vertical bar separating the two window panes, the pointer changes to , then drag to change the size of the panes.

5. Click the **Letters folder** in the Folders Explorer bar

The right pane shows the contents of the Letters folder and the Folders Explorer bar shows the folders in the expanded Letters folder. When you double-click a drive or folder in the right pane, the right pane of the window shows the contents of that item. When you double-click a document, the program associated with the document starts and opens the document.

6. Double-click the **Business Letters folder** in the right pane

The Business Letters folder opens, as shown in Figure C-7. The right pane shows the contents of the Business Letters folder.

FIGURE C-6: Folders on the 3½ floppy disk drive

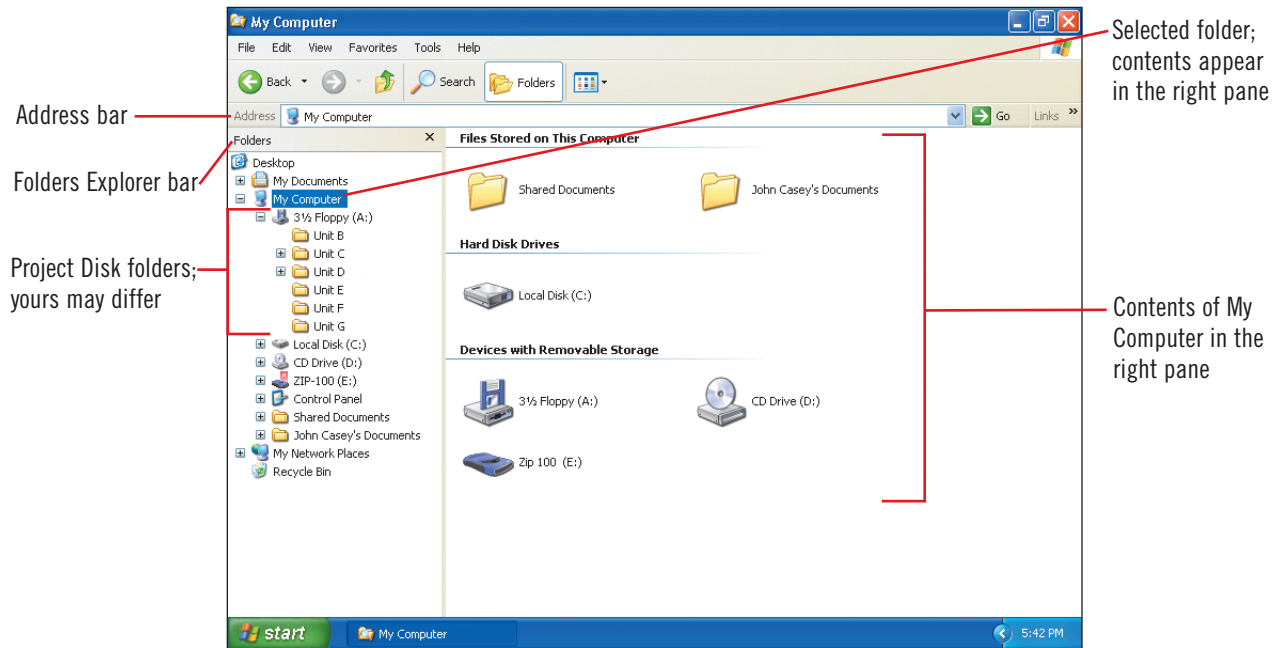
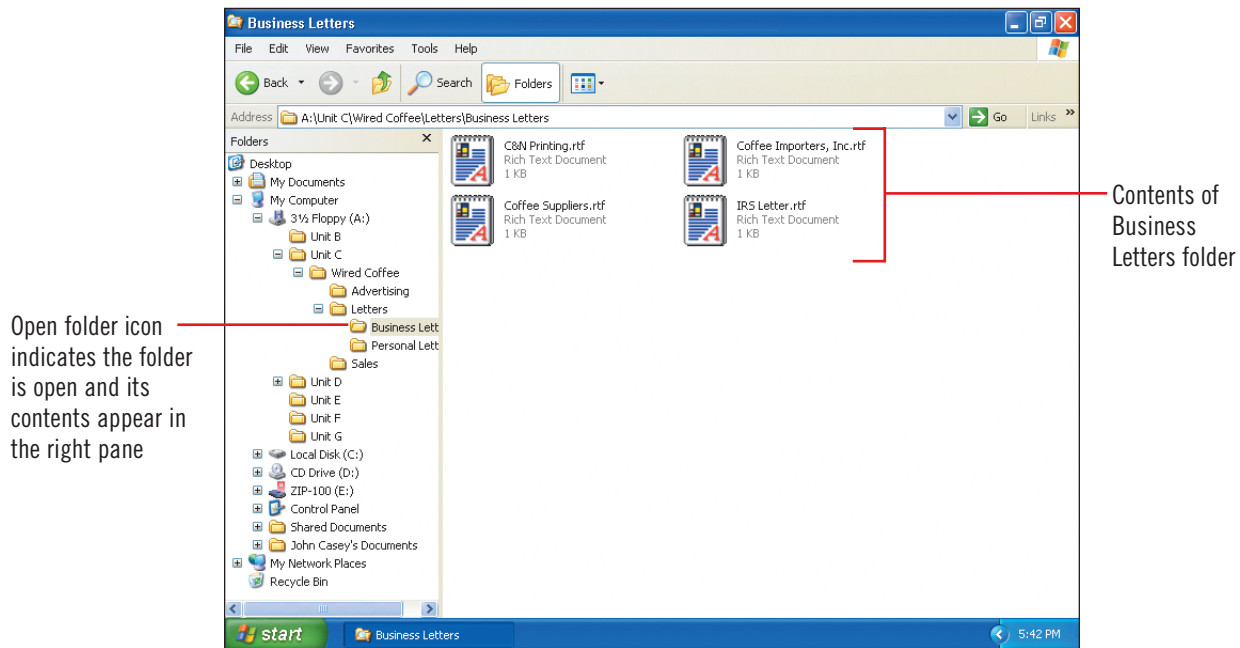


FIGURE C-7: Business Letters folder




Viewing files using the History list

Windows keeps a list of your most recently used files, folders, and network computers in the History folder. Instead of navigating through a long list of folders to open a recently used file, you can use the History Explorer bar to find it quickly. To display the History Explorer bar on the left side of the screen, click View on the menu bar, point to Explorer bar, then click

History. You can view the History Explorer bar in several ways: by date, by site, by most visited, and by order visited today. In the History Explorer bar, click the Views button, then click the view you want. To open a file, double-click the file name in the History Explorer bar. When you double-click a file, the program associated with the file starts and opens the file.



Creating and Renaming Files and Folders

Creating a new folder can help you organize and keep track of files and other folders. In order to create a folder, you select the location where you want the new folder, then create the folder, then lastly, name the folder. You should name each folder meaningfully, so that just by reading the folder's name you know its contents. After you name a folder or file, you can rename it at any time. You can change the way individual files and folders are sorted by using other Arrange Icons options on the View menu, as described in Table C-2.  John wants to create a set of new folders to hold the files for the Wired Coffee Spring Catalog. Then, he renames a file.

Steps 1234

1. Click the **Wired Coffee folder** in the Folders Explorer bar

Next, you will create a new folder in the Wired Coffee folder.

2. Click **File** on the menu bar, point to **New**, then click **Folder**

A new folder, temporarily named New Folder, appears highlighted with a rectangle around the title in the right pane of Windows Explorer, as shown in Figure C-8. To enter a new folder name, you simply type the new name. You name the new folder Spring Catalog.

Trouble?

If nothing happens when you type the name, click the folder, click the name "New Folder" so that a rectangle surrounds it and the insertion point is inside, then repeat Step 3.

3. Type **Spring Catalog**, then press **[Enter]**

The Spring Catalog folder appears in both panes. When you create a new folder, the icon for the new folder is placed at the end of the list of files and folders. You can rearrange, or sort, the icons in the folder to make them easier to find.


4. Click **View** on the menu bar, point to **Arrange Icons by**, then click **Name** to select it if necessary

The folder and file icons in the Wired Coffee folder are sorted by name in alphabetical order (folders first, then files) and automatically aligned with the other icons. You want to create folders within the Spring Catalog folder.

5. In the right pane, double-click the **Spring Catalog folder**

Nothing appears in the right pane because the folder is empty; no new files or folders have been created or moved here.

6. Right-click anywhere in the right pane, point to **New** on the shortcut menu, click **Folder**, type **Catalog Pages** as the new folder name, then press **[Enter]**

The folder is now named Catalog Pages. Notice that the Expand indicator  appears next to the Spring Catalog folder in the left pane, indicating that this folder contains other folders or files.

7. Click the **Back button**  on the Standard Buttons toolbar

The Wired Coffee folder is displayed. Now you will rename a file.

QuickTip

To quickly change a file or folder name, select the icon, click the name, then type a new name.

8. Right-click the **To Do List file** in the right pane, then click **Rename** on the shortcut menu, as shown in Figure C-9

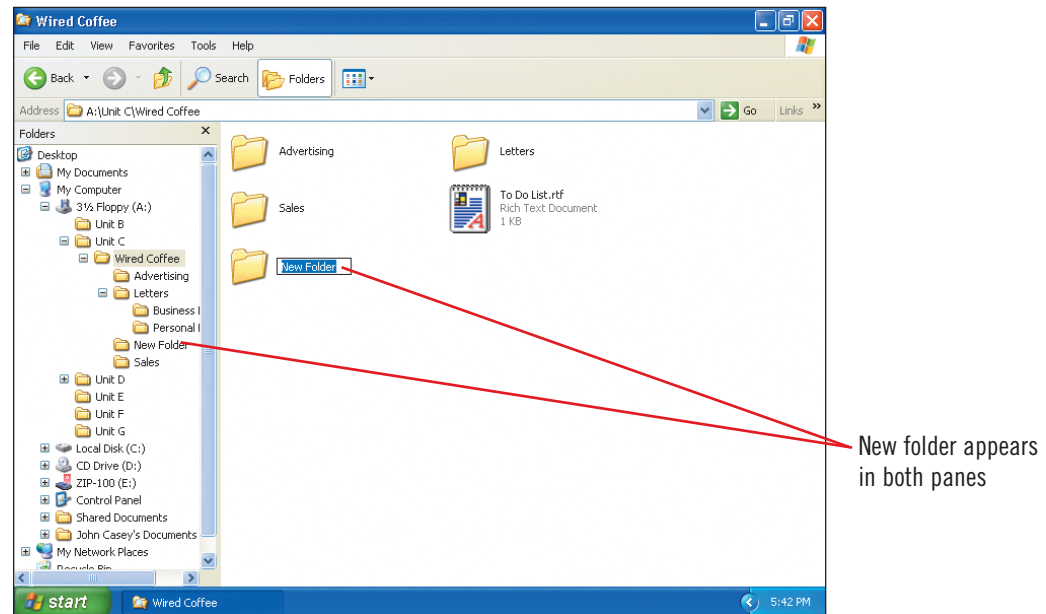
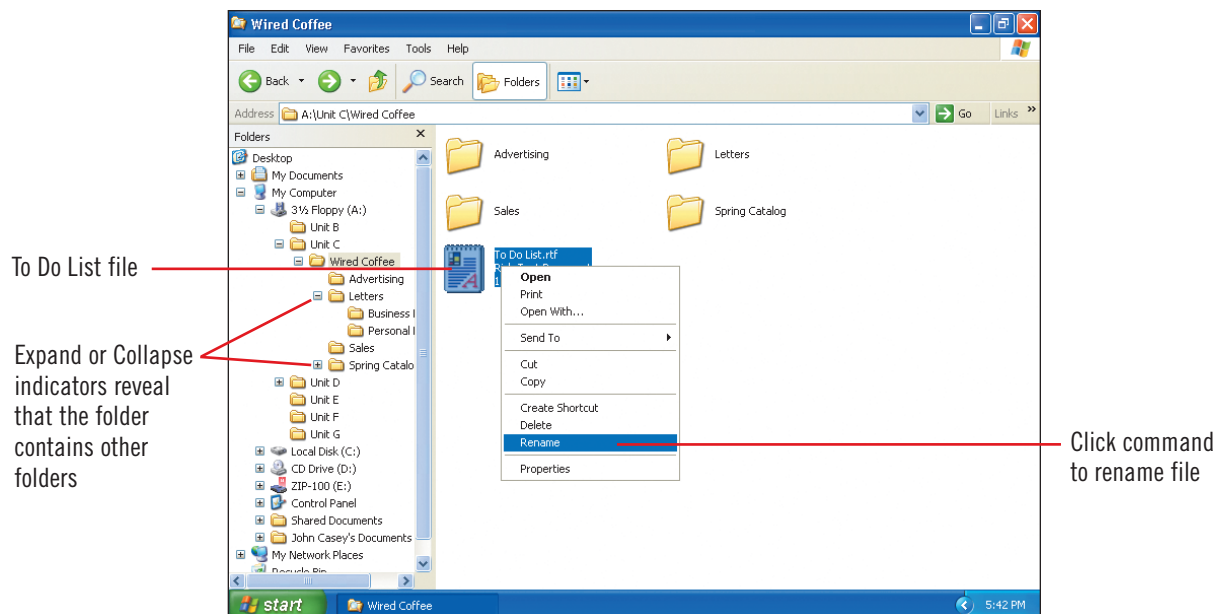
The file appears highlighted, in the right pane. When the text is highlighted, you can click in the title to place the insertion point and make changes to part of the filename.

Trouble?

If a warning box appears, click No, then retype the file name, typing ".rtf" at the end of the filename.

9. Type **Important**, then press **[Enter]**


The file is renamed Important. You can use the same procedure to rename a folder.

FIGURE C-8: Creating a new folder**FIGURE C-9: Renaming a file using the right-click method****TABLE C-2: Options for arranging files and folders**

option	arranges files and folders
Name	Alphabetically
Size	By size, with the largest folder or file listed first
Type	By type, such as all documents created using the WordPad program
Modified	Chronologically by their last modification date, with the latest modification date listed last
Show in Groups	In letter groups by alphabetical order
Auto Arrange	Automatically in orderly rows and columns
Align to Grid	Automatically in rows and columns by invisible grid points



Searching for Files and Folders

Sometimes remembering precisely where you stored a file is difficult. Windows provides a Search Companion to help you find files or folders. The Search Companion opens in the Search Explorer bar and gives you the option to find files or folders by name, location, size, type, and the creation or last modification date. You can also narrow your search by selecting categories, listed in the Search Companion. The Search Companion is also accessible from the Start menu to help you locate files and folders when you are not using My Computer or Windows Explorer.  John wants to find a file he created several months ago with a preliminary outline for the Spring Catalog. He cannot remember the exact title of the file or where he stored it, so he needs to do a search.

Steps 1234

QuickTip

To turn off the animated search character, click Change preferences in the Search Explorer bar, then click Without an animated screen character.

QuickTip

Use the * (asterisk) wildcard symbol in a filename when you're unsure of the entire name. For example, type "S*rs" to find all files beginning with "S" and ending with "rs," such as Stars and Sports cars.

QuickTip

To cancel a search, click the Close button in the Search Companion Explorer bar.

1. Click the **Search button**  on the Standard Buttons toolbar

The Search Companion Explorer bar opens on the left side of the screen with an animated search character. The default character is a dog. Since you remember part of the name, but not the location, of the file you need, you will use the All files and folders option.

2. In the Search Companion Explorer bar, click **All files and folders**

A list of search options appear in the Search Explorer bar, as shown in Figure C-10. You can enter search information to find folders and files by all or part of the file name, a word or phrase in the file, a specific drive or folder location, a modified date, a size range, or additional advanced criteria.

3. Type **catalog** in the All or part of the file name text box


You can supply the full name of the folder or file you want to find or only the part you know for sure. If, for example, you were unsure as to whether you saved the file as Spring Catalog or Catalog Outline, you could type Catalog, since you're sure of that part of the name. If you didn't know the name of the file, but did know some text contained in the file, you could enter the text in the A word or phrase in the file text box. Before you start the search, you need to indicate where you want the program to search. By default, the search will occur in the currently open folder, but you can choose any location.

4. Click the **Look in list arrow**, then click the Wired Coffee folder if necessary

Now that you have defined the location, you are ready to do the search.

5. Click **Search**

The Search program finds all the files and folders in the Wired Coffee folder, switches from the current folder view to Details view, and lists those files and folders whose names contain the word "catalog" in the right pane. The list contains the full names, locations, sizes, types, and the creation or last modification dates of the folders or files.

6. Position the pointer between the In Folder column indicator button and the Size column indicator button, the pointer changes to , then drag to the right to display the location of the file if necessary, as shown in Figure C-11.

At this point, you can either double-click the file to start the associated program and open the file, or you can note the file's location and close the Search Explorer bar. You decide to note the file's location and return to viewing folders.

7. In the Search Companion Explorer bar, click **Yes, finished searching** to complete the search and close the Search Companion Explorer bar

8. Click the **Folders button**  on the Standard Buttons toolbar to open the Folders Explorer bar

FIGURE C-10: Search Explorer bar with All files and folders option

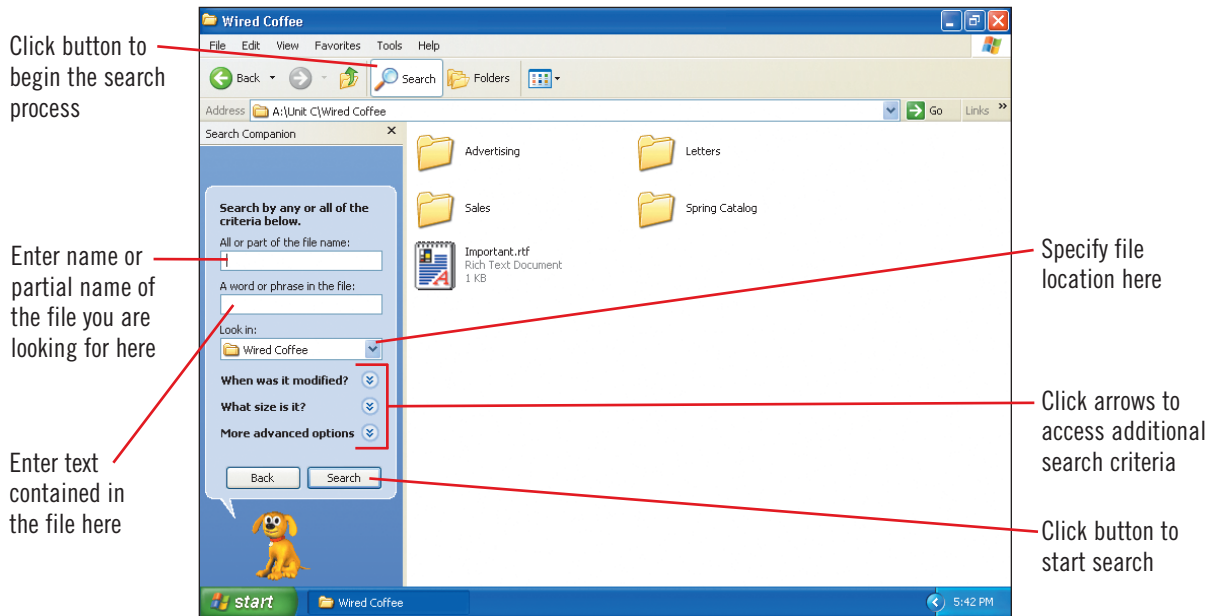
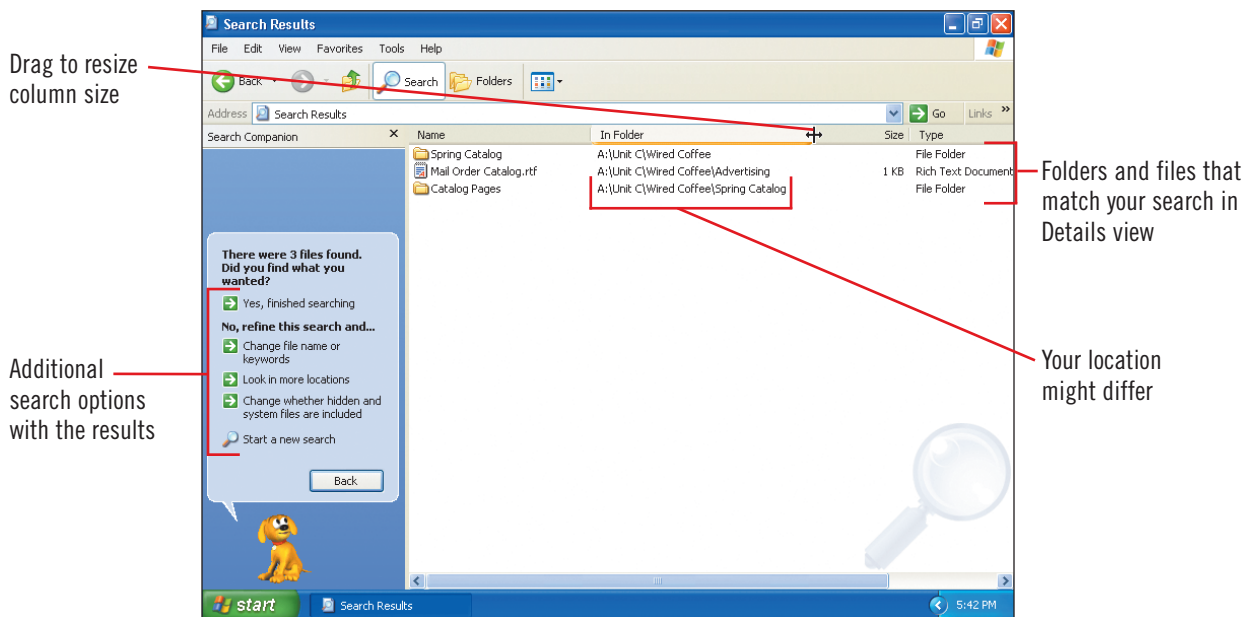


FIGURE C-11: Results of search for “catalog”




Performing an advanced search

You can also perform an advanced search that uses criteria beyond just the name or partial name of the file. If you do not know what the name or content of the file is, but can recall the type of file (such as a WordPad document), click All Files and Folders, click More Advanced Options, then select a file type using

the Type of file list arrow and other location specific or case sensitive options. When you click Search, Windows searches for and displays all the files for the type you specify. In some cases, this can take a long time, although probably less time than re-creating the missing files would take.

Copying and Moving Files and Folders

Sometimes you will need to move a file from one folder to another, or copy a file from one folder to another, leaving it in the first location and placing a copy of it in the second. You can move or copy a file or folder using a variety of methods. If the file or folder and the location where you want to move it are visible in a window or on the desktop, you can simply drag the item from one location to the other. Moving a file or folder on the same disk relocates it; whereas dragging it from one disk to another copies it so that it appears in both locations. To make sure that you move or copy an item properly, right-click the file or folder, drag the item to the destination location, then choose the appropriate command from the shortcut menu. When the destination folder or drive is not visible, you can use the Cut, Copy, and Paste commands on the Edit menu or the buttons on the Standard Buttons toolbar.  John plans to use and revise the text from the Mail Order Catalog file, currently located in the Advertising folder, which is in the Spring Catalog folder. The Mail Order Catalog file is no longer needed in the Advertising folder, so John moves it from the Advertising folder to the Catalog Pages folder to keep related files together. He also wants to make a copy of the Wired Coffee Logo file and place it in the Spring Catalog folder.

Steps 1234

QuickTip

To select files or folders that are not consecutive, press and hold [Ctrl], then click each item in the right pane.

Trouble?

If the search results are not available, click the Advertising folder in the Folders Explorer bar.

QuickTip

To copy a file quickly from one folder to another on the same disk, select the file, press and hold [Ctrl], then drag the file to the folder.



1. Click the **Expand indicator**  next to the Spring Catalog folder in the Folders Explorer bar. The Spring Catalog folder expands, displaying the folder it contains. The right pane shows the results of the search. When moving or copying files or folders, make sure the files or folders you want to move or copy appear in the right pane. To move the Mail Order Catalog file, you drag it from the right pane to the Catalog Pages folder in the Folders Explorer bar.
2. Drag the **Mail Order Catalog file** in the right pane from the list of search results across the vertical line separating the two panes to the Catalog Pages folder as shown in Figure C-12, then release the mouse button. Once you release the mouse button, the Mail Order Catalog file is relocated to the Catalog Pages folder. If you decide that you don't want the file moved, you could move it back easily using the Undo command on the Edit menu. Now you copy the Wired Coffee Logo file in the Advertising folder to the Spring Catalog folder.
3. Click the **Advertising folder** in the Folders Explorer bar. Notice that the Mail Order Catalog file is no longer stored in the Advertising folder.
4. Point to the **Wired Coffee Logo file**, press and hold the **right mouse button**, drag the file across the vertical line separating the two panes to the Spring Catalog folder, then release the mouse button. As shown in Figure C-13, a shortcut menu appears, offering a choice of options. Another way to copy or move the file to a new location is by right-clicking a file in the right pane, then clicking the appropriate option on the shortcut menu.
5. Click **Copy Here** on the shortcut menu. The original Wired Coffee Logo file remains in the Advertising folder, and a copy of the file is in the Spring Catalog folder.
6. Click the **Spring Catalog folder** in the Folders Explorer bar. A copy of the Wired Coffee Logo file appears in the Advertising folder.
7. Click the **Catalog Pages folder** in the Folders Explorer bar. The folder opens and the Mail Order Catalog file appears in the right pane.
8. Click the **Advertising folder** in the Folders Explorer bar, then click the **Folders button**  on the Standard Buttons toolbar to close the Folders Explorer bar.

FIGURE C-12: Moving a file from one folder to another

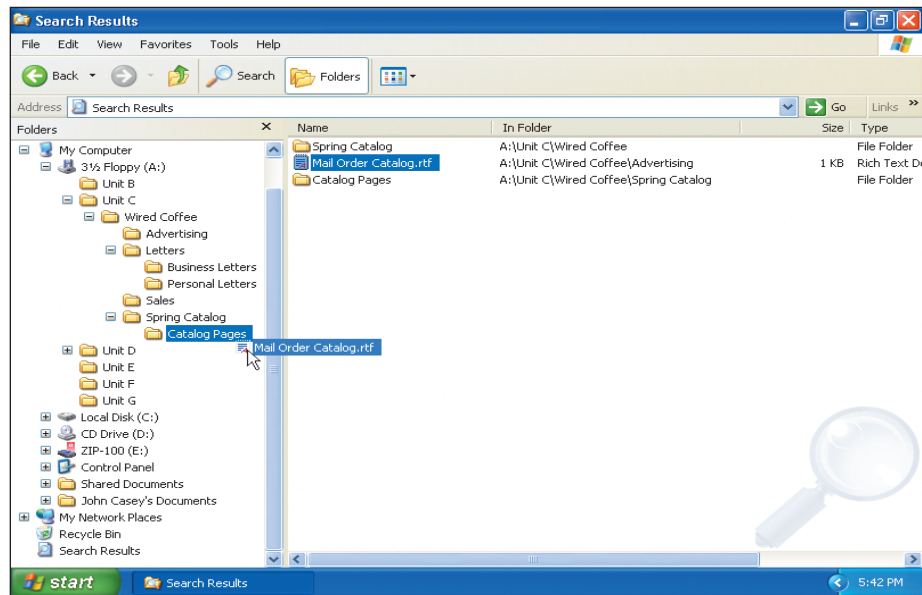
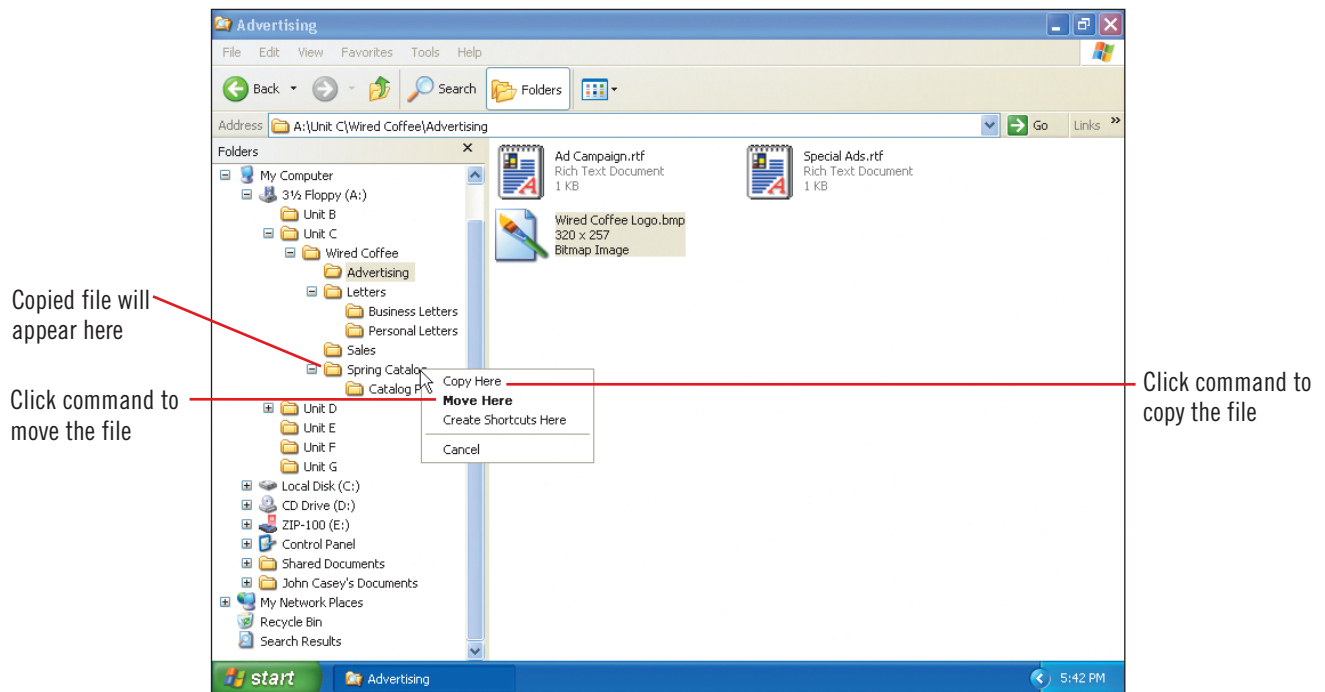


FIGURE C-13: Copying a file from one location to another




Sending files and folders

When you right-click most objects on the desktop or in My Computer or Windows Explorer, the Send To command, located on the shortcut menu, lets you **send**, or move, a file or folder to a new location on your computer. For example, you can send a file or folder to a floppy disk to make a quick backup copy of the file or folder, to a mail recipient as an electronic

message, or to the desktop to create a shortcut. You can also use the Send To command to move a file or folder from one folder to another. To send a file or folder, right-click the file or folder you want to send, point to Send To on the shortcut menu, then click the destination you want.

Deleting and Restoring Files and Folders

When you organize the contents of a folder, disk, or the desktop, you might find files and folders that you no longer need. You can **delete** these items, or remove them from the disk. If you delete a file or folder from the desktop or from the hard disk, it goes into the Recycle Bin. The **Recycle Bin**, located on your desktop, is a temporary storage area for deleted files. The Recycle Bin stores all the items you delete from your hard disk, so that if you accidentally delete an item, you can remove it from the Recycle Bin to restore it. If the deletion is a recent operation, you can also use the Undo command on the Edit menu to restore a deleted file or folder. Be aware that if you delete a file from your floppy disk, it is permanently deleted, not stored in the Recycle Bin. Table C-3 summarizes deleting and restoring options.  John is not sure how the Recycle Bin works, so he deletes a file, then restores it to find out.


Steps 1 2 3 4

1. Click the **Restore Down** button in the Advertising window, then resize and move the window so that you can see the Recycle Bin icon on the desktop
Because you cannot restore files deleted from a floppy disk, you start by moving a file from the drive where your Project Files are located to the desktop.

2. Point to the **Ad Campaign file** in the right pane, press and hold the **right mouse button**, drag it to the desktop, then click **Move Here** on the shortcut menu
You moved the Ad Campaign file to the desktop, as shown in Figure C-14.

Trouble?

If a message box appears, click Yes to confirm the deletion.

3. Drag the **Ad Campaign file** from the desktop to the Recycle Bin
The Recycle Bin icon should now look like it contains paper .

4. Double-click the **Recycle Bin icon** on the desktop
The Recycle Bin window opens, containing the Ad Campaign file and any other deleted files. Like most other windows, the Recycle Bin window has a menu bar, a toolbar, and a status bar. Your deleted files remain in the Recycle Bin until you empty it, permanently removing the contents of the Recycle Bin from your hard disk. Because you still need this file, you decide to restore it.

QuickTip

To empty the Recycle Bin, click Empty the Recycle Bin in the left pane under Recycle Bin Tasks, or right-click the Recycle Bin icon on the desktop, then click Empty Recycle Bin.

5. Select the **Ad Campaign file** in the Recycle Bin window, as shown in Figure C-15, then click **Restore this item** in the left pane under Recycle Bin Tasks
You restored the file back to its previous location on the desktop. It is intact and identical to the form it was in before you deleted it.
6. Click the **Close button** in the Recycle Bin window
The Recycle Bin window closes, and the desktop appears with the Ad Campaign file and the Advertising window open.
7. In the Advertising window, click **Edit** on the menu bar, then click **Undo Move**
The Ad Campaign file is moved back to the Advertising folder and no longer appears on the desktop.

FIGURE C-14: Selecting a file to drag to the Recycle Bin

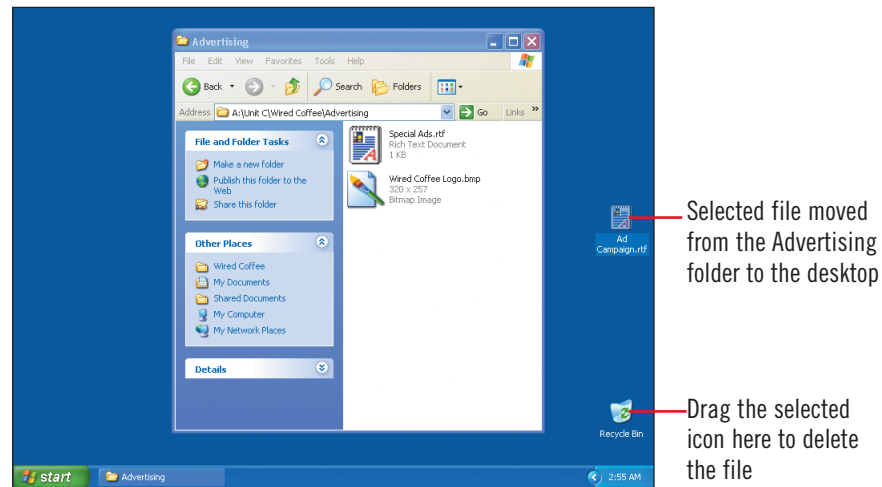


FIGURE C-15: Deleted file from the Advertising folder in the Recycle Bin

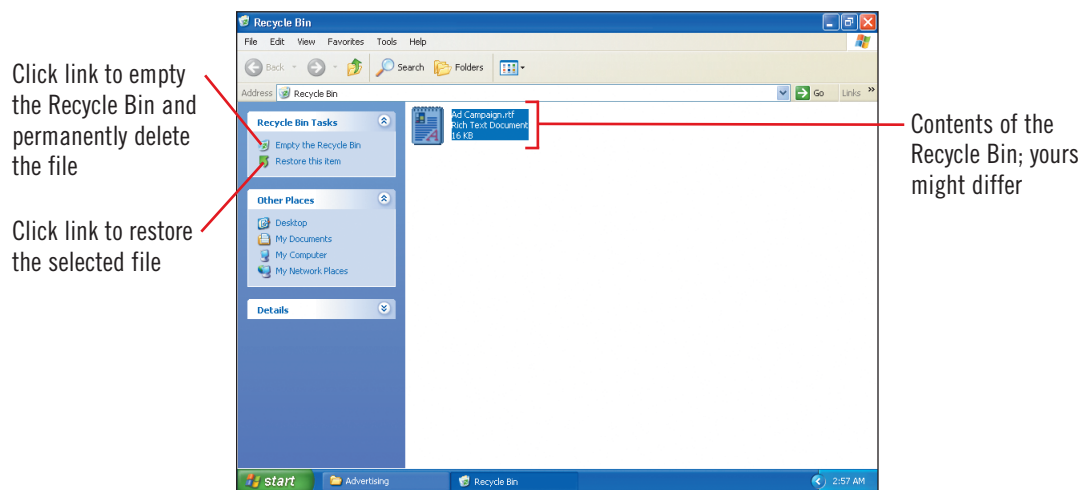


TABLE C-3: Deleting and restoring files

ways to delete a file or folder	ways to restore a file or folder from the Recycle Bin
Select the file or folder, click File on the menu bar, then click Delete	Select the file or folder, click File on the menu bar, then click Restore
Select the file or folder, then press [Delete]	Click Edit on the menu bar, then click Undo
Right-click the file or folder, then click Delete	Right-click the file or folder, then click Restore
Drag the file or folder to the Recycle Bin	Drag the file or folder from the Recycle Bin to any location




Recycle Bin properties

You can adjust several Recycle Bin settings by using the Properties option on the Recycle Bin shortcut menu. For example, if you do not want to place files in the Recycle Bin when you delete them, but, rather, want to delete them immediately, right-click the Recycle Bin, click Properties, then click the Do not move files to the Recycle Bin check box to select it.

Also, if you find that the Recycle Bin is full and cannot accept any more files, you can increase the amount of disk space allotted to the Recycle Bin by moving the Maximum size of Recycle Bin slider to the right. The percentage shown represents how much space the contents of the Recycle Bin takes on the drive.



Creating a Shortcut to a File or Folder

It could take you a while to access a file or folder buried several levels down in a file hierarchy. You can create shortcuts to the items you use frequently. A **shortcut** is a link that you can place in any location to gain instant access to a particular file, folder, or program on your hard disk or on a network just by double-clicking. The actual file, folder, or program remains stored in its original location, and you place an icon representing the shortcut in a convenient location, such as a folder or the desktop.  John is always updating a file that lists special ads. Rather than having to take steps to start WordPad and then open the file, he places a shortcut to this file on the desktop.

Steps 1234

1. In the Advertising folder, right-click the **Special Ads** file, then click **Create Shortcut**

An icon with a small arrow for a shortcut to the Special Ads now appears in the Advertising window. Compare your screen with Figure C-16. All shortcuts are named the same as the files to which they link, but with the words “Shortcut to” in front of the original name. You want to place the shortcut on the desktop for easy file access.

2. Position  over the **Shortcut to Special Ads** file in the Advertising folder, press and hold the **right mouse button**, drag it from the Advertising folder to an empty area of the desktop, then click **Move Here** on the shortcut menu

The shortcut appears on the desktop, as shown in Figure C-17. You can place a shortcut anywhere on the desktop. You should test the shortcut.

Trouble?

Depending on your file association settings, another word processing program might open instead of WordPad.

3. Double-click the **Shortcut to Special Ads icon** on the desktop

The Special Ads document opens in WordPad.

4. Click the **Close button** in the WordPad window

The logo file and the WordPad program close. The Special Ads shortcut remains on the desktop until you delete it, so you can use it again and again.

5. Right-click the **Shortcut to Special Ads icon**

A shortcut menu opens that offers several file management commands. The commands on your shortcut menu might differ, depending on the item you right-click, or the Windows features installed on your computer.

6. Click **Delete** on the shortcut menu, then click **Yes** to confirm the deletion to the Recycle Bin

You delete the shortcut from the desktop and place it in the Recycle Bin, where it remains until you empty the Recycle Bin or restore the shortcut. When you delete a shortcut, you remove only the shortcut. The original file remains intact in its original location.

7. Click the **Close button** in the Advertising window

FIGURE C-16: Creating a shortcut

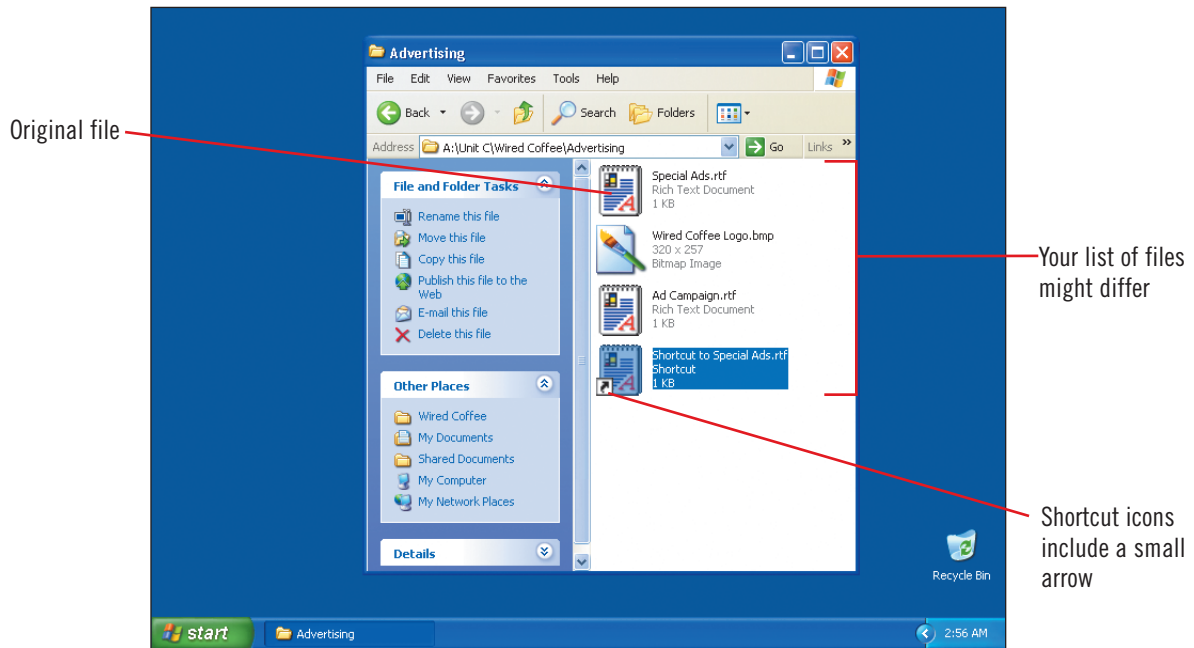
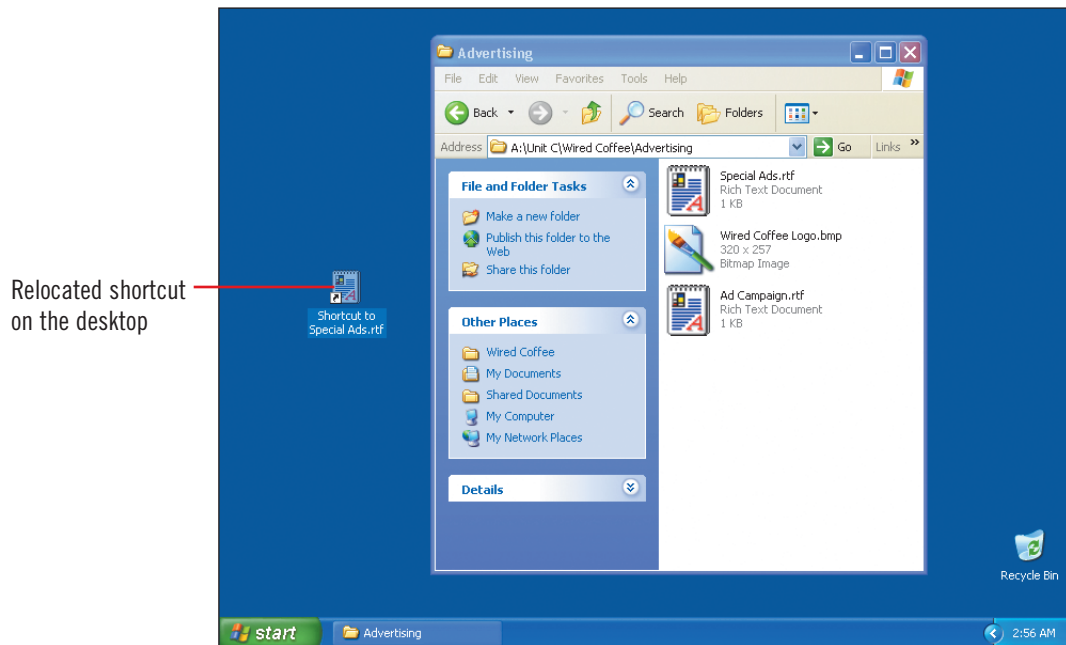


FIGURE C-17: Shortcut moved to a new location



Placing shortcuts on the Start menu and the taskbar

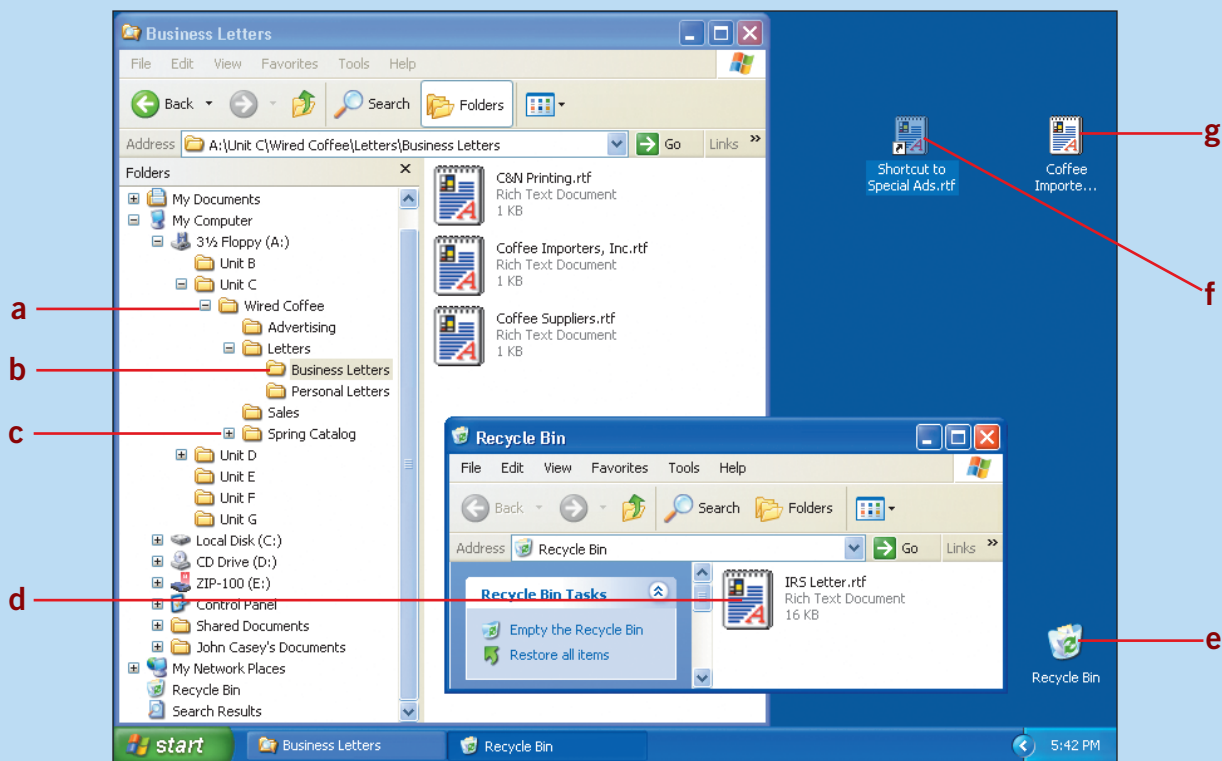
You can place shortcuts to frequently-used files, folders, and programs on the Start menu or on a toolbar on the taskbar. To do this, simply drag the shortcut file, folder, or program to the Start button, wait until the Start menu opens, drag to the All Programs submenu,

wait until the submenu opens, then drag the shortcut to the appropriate place on the menu. You can also drag a shortcut to a toolbar on the taskbar using the same method. When you release the mouse, the item appears on the menu or toolbar.

► Concepts Review

Label each of the elements of the screen shown in Figure C-18.

FIGURE C-18



1. Which element do you click to display folder contents in the right pane?
2. Which element is ready to be deleted or restored?
3. Which element do you click to expand a folder?
4. Which element holds items to be deleted or restored?
5. Which element do you click to collapse a folder?
6. Which element is copied?
7. Which element is a shortcut?

Match each term with the statement that describes its function.

- | | |
|-----------------|---|
| 8. My Computer | a. A display of drives and folders on the computer |
| 9. Folders list | b. A file and folder management tool |
| 10. File | c. A storage container for deleted files |
| 11. Recycle Bin | d. A storage container for files and folders |
| 12. Folder | e. A collection of information that has a unique name |

Select the best answer from the following list of choices.

13. My Computer is used to:
- a. Delete files.
 - b. Add folders.
 - c. Manage files and folders.
 - d. All of the above.
14. Which of the following is NOT a valid search criterion for a file using the Search program?
- a. Date modified
 - b. Date opened
 - c. Name
 - d. Location
15. Which of the following is a method for copying a file or folder:
- a. Press [Ctrl], then drag the folder or file.
 - b. Drag the folder or file on the same disk drive.
 - c. Double-click the folder or file.
 - d. Left-click the folder or file, then click Copy.
16. Which of the following locations is NOT a valid place from which to delete a file and send it to the Recycle Bin?
- a. Floppy disk
 - b. My Documents folder
 - c. Hard drive
 - d. My Computer
17. What graphical element appears on a shortcut icon?
- a. pencil
 - b. chain link
 - c. pointer
 - d. arrow

► Skills Review

1. Open and view My Computer.

- a. Insert your disk where your Project Files are located in the appropriate disk drive if necessary.
- b. Open and maximize My Computer.
- c. Navigate to the Wired Coffee folder on the drive and folder where your Project Files are located.
- d. Double-click the Letters folder, then double-click the Personal Letters folder.

2. View folders and files.

- a. Click the Views list arrow, then click List. Click the Up button on the Standard Buttons toolbar twice.
- b. Click the Back button on the Standard Buttons toolbar, then open the Business Letters folder.
- c. Click the Back list arrow on the Standard Buttons toolbar, then click Personal Letters.
- d. Click the Forward button on the Standard Buttons toolbar.
- e. Click View on the menu bar, then click Details. Click View on the menu bar, then click Tiles.

3. View the Folders list.

- a. Click the Folders button on the Standard Buttons toolbar.
- b. Click the Expand indicator next to the drive icon where your Project Files are located in the Folders Explorer bar.
- c. Click the drive icon where your Project Files are located in the Folders Explorer bar.
- d. Click the Expand indicator next to the drive and folder icons where your Project Files are located in the Folders Explorer bar, then click the Wired Coffee folder in the Folders Explorer bar.
- e. Double-click the Sales folder in the right pane to open it.

4. Create and rename files and folders.

- a. In the Sales folder, right-click a blank area of the window, point to New, then click Folder.
- b. Name the folder **Sales & Marketing**, then press [Enter].
- c. Rename the Sales & Marketing folder to **Marketing**, then press [Enter]. Arrange the icons by name.

5. Search for files and folders.

- a. Open the Search Companion Explorer bar, then click All file and folders in Search Companion Explorer bar.
- b. Search in the Wired Coffee folder for files that are named or contain the word “customer” as part of the filename.
- c. Close the Search Companion Explorer bar.

6. Copy and move files and folders.

- a. Click the Customer Profile file to select it in the right pane. Click Edit on the menu bar, then click Copy.
- b. Open the Search Companion Explorer bar. Click the Sales folder in the Folders Explorer bar (expand folders if necessary).
- c. Click Edit on the menu bar, then click Paste.
- d. Move the copy of the Customer Profile file into the Marketing folder.
- e. Move the Marketing folder into the Wired Coffee folder.

7. Delete and restore files and folders.

- a. Open the Wired Coffee folder, click the Restore Down button, then resize to display part of the desktop.
- b. Right-click the Marketing folder, drag it to the desktop, then click Move Here on the shortcut menu.
- c. Drag the Marketing folder from the desktop to the Recycle Bin, then click Yes to confirm the deletion, if necessary.
- d. Double-click the Recycle Bin. Right-click a blank area of the taskbar, then click Tile Windows Vertically.
- e. Click File on the Recycle Bin menu bar, click Empty Recycle Bin, then click Yes.
- f. Drag the Marketing folder back to the Wired Coffee folder to restore it, then click the Recycle Bin Close button.

8. Create a shortcut to a file or folder.

- a. Open the Marketing folder.
- b. Create a shortcut to the Customer Profile file, then move the shortcut to the desktop.
- c. Rename the shortcut “Customer Profile,” then delete the shortcut on the desktop.

► Independent Challenge 1

As a human resources manager at World Wide Books, you need to organize the folders and files on the company’s computer for new employees at store locations around the world. Your job is to create and organize company files and folders.

- a. Open My Computer and create a new folder named **World Wide Books** on the drive and in the folder where your Project Files are located, within which the rest of the organization of files and folders for this independent challenge will appear.
- b. Create a file using WordPad listing at least six international store locations. Save it as **New Store Locations**.
- c. Create a file using WordPad listing employee names. Save it as **Employee App**.
- d. In the World Wide Books folder, create folders named **Store Locations** and **Employees**.
- e. In the Employees folder, create four new folders named with employee names.
- f. Copy the Employee App file into each of the employee folders, then rename each file using the employees’ names.
- g. In the folder named Store Locations, create a new folder named **New Stores**.
- h. Move the New Store Locations file to the New Stores folder.
- i. Using paper and pencil, draw the file hierarchy of the World Wide Books folder, then Close My Computer.

► Independent Challenge 2

You are vice president of a carton manufacturing company, Apex Cartons, and you need to organize your Windows files and folders. In addition to folders for typical business related functions, such as correspondence, contracts, inventory, and payroll, you have folders related to company functions, such as manufacturing and material suppliers.

- a. Open My Computer and create a new folder named **Apex Cartons** in the drive and in the folder where your Project Files are located, within which the rest of the organization of files and folders for this independent challenge will appear.
- b. Create folders named **Manufacturing**, **Material Suppliers**, **East Coast** and **West Coast**.
- c. Move the East Coast and West Coast folders into the Material Suppliers folder.
- d. Create a blank file using WordPad, then save it as **Suppliers Bid** in the Manufacturing folder.
- e. Move the Suppliers Bid file into the Material Suppliers folder.
- f. Copy the Suppliers Bid file into the Manufacturing folder and rename the copied file **Manufacturing Bids**.
- g. Using paper and pencil, draw the file hierarchy of your Apex Cartons folder, then close My Computer.

► Independent Challenge 3

You start a mail-order PC business called MO PC, and you use Windows to organize your business files.

- a. Open My Computer and create a new folder named **MO PC** on the drive and in the folder where your Project Files are located, within which the files and folders for this independent challenge will appear.
- b. Create folders named **Advertising** and **Customers**.
- c. Use WordPad to create a letter welcoming new customers. Save it as **Customer Letter** in the Customers folder.
- d. Use WordPad to create a list of five tasks to do. Save it as **Business Plan** in the MO PC folder.
- e. Use Paint to create a simple logo, then save it as **MO Logo** in the MO PC folder.
- f. Move the MO Logo file into the Advertising folder.
- g. Create a shortcut to the MO Logo file, then move it into the MO PC folder.
- h. Delete the Business Plan file, then restore it.
- i. Using paper and pencil, draw the file hierarchy of your MO PC folder, then close My Computer.



Independent Challenge 4

You are a new administrative assistant at Sunrise Bakeries, which recently opened. Your job is to help the owners organize their recipes into different categories and help keep files and folder organized in the future.

- a. Open My Computer and create a new folder named **Sunrise Bakeries** on the drive and in the folder where your Project Files are located, within which the files and folders for this independent challenge will appear.
- b. Create three files using WordPad and save them as **French Bread**, **Torte**, and **7-Layer Chocolate** in the Sunrise Bakeries folder on the drive and in the folder where your Project Files are located.
- c. In the Sunrise Bakeries folder, create a folder named **Desserts**.
- d. Create folders named **Flourless Cakes** and **Flour Cakes** and move them into the Desserts folder.
- e. In the Sunrise Bakeries folder, create a folder named **Breads**.
- f. Move the Torte file into the Flourless Cakes folder and move 7-Layer Chocolate into the Flour Cakes folder.
- g. Move the French Bread file into the Breads folder.
- h. Copy the French Bread file into the Breads folder and rename it **Sweet Bread**.
- i. Move the Sweet Bread file to your desktop, then drag the file to the Recycle Bin.
- j. Double-click to open the Recycle Bin, then restore the Sweet Bread file to the Breads folder.
- k. Create a shortcut to the Torte file in the Flourless Cakes folder, then move it into the Sunrise Bakeries folder.
- l. Using paper and pencil, draw the file hierarchy of your Sunrise Bakeries folder, then close My Computer.

► Visual Workshop

Re-create the screen shown in Figure C-19, which displays the Search Results window with files from the drive and folder where your Project Files are located. Print the screen. (Press [Print Screen] to make a copy of the screen, open Paint, click Edit on the menu bar, click Paste to paste the screen into Paint, then click Yes to paste the large image if necessary. Click the Text button on the Toolbox, click a blank area in the Paint work area, then type your name. Click File on the Menu bar, click Page Setup, change 100% normal size to 50% in the scaling area, then click OK. Click File on the menu bar, click Print, then click Print.)

FIGURE C-19

